

#### ABSTRACT OF THE DISCLOSURE

The invention provides a preparing method for delivery request records by which delivery is possible among an e-mail companion even though a sender does not know a receiver's address, wherein, when a web server computer of a delivery consignee accepts a delivery request from a sender or receiver via a communication terminal (10a), the computer sets one request record consisting of an appropriate number of necessary and reference items (12), and automatically outputs a serial number of the parcel as a parcel ID item, and both of the sender and the receiver input data (10b, 16) via their communication terminals by using said serial number as the ID key code to fill up the necessary items, whereby the delivery request record is prepared. Based on this request record, parcel collection and/or delivery are carried out.